

SPECIAL USE PERMIT APPLICATION

ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION, & TOURISM
1206 Kessler Mill Rd.
Salem, VA 24153
Phone (540) 387-6078 Fax (540) 387-6146

Date Received_____

Forwarded To_____

Date_____

Date Approved_____

1. **Please type or print.** Application must be received by _____ to hold your reservation. If any question below does not apply, use N/A. Fax or return in the enclosed, self-addressed envelope. Any questions, please call 387-6078 ext 247. If approved, a permit will be issued.

Name of Organization _____

Event Contact Person _____

Street Address _____

City/State/Zip _____ E-mail_____

Phone Home_____ Work_____

2. **Type of Event:**_____ **Number of people expected**_____

Attach a complete description and schedule of your event to this application. (Application will not be processed without this.)

Is your event open to the public?_____

3. **Park Preferred:**_____ **Date(s) of Event:**_____ **Time(s)**_____

(including set up and takedown)

4. **Special activities:** Roanoke County requires pre-approval for any special amusements, games, or special activities such as amusement rides, moon bounces, dunking booths, petting zoos, tents, etc. to be set up on county property. List any special needs on the description requested above.

The addition of amusements, games, rides, etc. will require the event to provide a \$1 million liability insurance certificate of additionally insured with the Roanoke County Board of Supervisors named as the additionally insured.

Please note – most sites do not have water and/or electricity. Check below if you will require either electricity or water (if available). Visit our web site www.co.roanoke.va.us for amenities available at each park.

Electricity_____ Water _____

5. **Do you plan to charge any registration or attendance fees?**_____ **Amount**_____

To be paid by whom?_____ Due to County ordinance, any registration or attendance fees, to be collected on site, must have prior approval by the Director of Parks, Recreation and Tourism.

6. **Roanoke County Parks, Recreation, and Tourism reserves the right to require staff supervision, extra portojohns, and/or security for your event. This will depend on the site and type of activity; you may be responsible for any direct expenses the department incurs as a result.**

7. **SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL.**

Name_____

Please print

Signature

Date